

MONTANA SHARED CATALOG
Executive Committee Meeting
Thursday, May 1, 2008
Billings

MEMBERS PRESENT: **Beth Chestnut, Kim Crowley, Roberta Gebhardt, Dawn Kingstad, Jean Nielsen, Ann Rutherford, Marilyn Trosper**

MEMBERS ABSENT: **None**

MSC STAFF PRESENT: **Ken Adams, Jemma Hackbarth, Sarah McHugh**

The meeting convened and was called to order at 2:08 p.m. by Dawn Kingstad.

MINUTES: The minutes of the April 2, 2008 conference call were electronically sent to the Executive Committee. Ann Rutherford moved and Roberta Gebhardt seconded to approve the minutes as written. **Motion carried unanimously.**

MSC BYLAWS CHANGES: Ken Adams noted that the URL for the MSC had changed at the State Library website and the new address was corrected throughout the document. "Article VIII: Committee Travel Reimbursement" has been added to the by-laws. Reimbursement is based on a concentric circle formula and the amounts will be a moving target based on where meetings are located. As an example, a map was generated using the concentric circle concept for the spring meeting in Billings. A travel worksheet will be posted on the MSC website. In order to receive reimbursement, a travel voucher for non-State employees must be completed and social security numbers need to be in the system. Discussion centered on the wording for the criteria in order to qualify for reimbursement. Rewording suggestions included:

- ◆ #1 - Travel reimbursement must be approved in advance of the meeting by the Executive Committee. Kim Crowley moved; Ann Rutherford seconded. **Motion carried unanimously.**
- ◆ #2 - The Executive Committee encourages meetings by means such as online conferencing, telephone conferencing, e-mail exchange, etc. Jean Nielsen moved; Kim Crowley seconded. **Motion carried unanimously.**

The suggestion was also made to offer an additional "carpooling bonus" of \$25 for Zones 2-4.

Since the by-laws are being reviewed, Dawn Kingstad asked if Executive Committee members needed to be directors. She said it wouldn't hurt her feelings if that's the case, she would just like some clarification. Some concern has been expressed that library staff does not have the authority to make budgetary decisions. Beth Chestnut pointed out that school personnel do not have budget authority either and they act on behalf of their entities. Others stated that it makes the pool deeper to open it up to staff also and as long as they have the approval of their director to represent their entity it shouldn't matter. The suggestion was made that this falls under "Article V: Executive Committee." The clarification should be shared at tomorrow's meeting.

In terms of Article VI: Meetings #6, messages need to be posted to Wired regarding the MSC to comply with the Open Meeting Act. Ken will ask Sara Groves to post these messages for the future meetings.

Best Chestnut asked that e-mail messages to the Committee need to be clearer in terms of whether a vote is needed or only a response.

Ann Rutherford moved and Jean Nielsen seconded to accept the MSC By-Laws as amended. **Motion carried unanimously.**

***To Do:** Ken will make the final edits to the MSC By-Laws, after approval by the membership tomorrow, and post the revised document on the MSC website. Travel worksheets and vouchers will be posted on the MSC website. Ken will notify Sara Groves regarding future postings to comply with open meetings.*

PROPOSED FY2009 BUDGET: Budget handouts were available with figures through 4-29-08 for FY2008 as well as the proposed budget for FY2009. Ken went over the current budget and highlighted a few pertinent areas. Ken said that in the past we've collected monies for contingency from the new libraries. An amount needs to be determined and have it broken out of new member revenue. Some minor changes have been made for the proposed budget: 1) the pricing structure model is still unknown so the amount was left for the time being, 2) there is a 3% salary increase from the State for MSC staff, 3) server location costs were reduced because there is enough in the "pot" and we need to collect only what we need for relocation and the housing of servers. Marilyn suggested said that it would be helpful to see an accounting of the encumbered accounts to know where in the budget it appears, the amount, and what it is for.

Monies for contingency purposes need to be discussed in October. Sarah McHugh suggested that after 2008 not to collect any more from the new libraries. Beth Chestnut questioned where we would get the money if an emergency arises. How is it funded if nothing is collected? Ken responded that Kris has advised that 10% of the total budget is acceptable for carryover and that amount probably wouldn't catch the eye of the state auditor. Furthermore, careful budgeting and other pots such as the Server Fund would be sources. This line item could be funded equally across the membership. However, the membership needs to identify the comfort level ~ is it 10%? Each year would have different needs but the total should stay fairly predicible.

***To Do:** Ken will create a document and post it on the MSC website that clarifies encumbered monies.*

ONGOING COST FORMULA: The ongoing cost formula remains the same as last year and the yellow columns on the spreadsheet represent the calculated amounts. A separate document is needed to show the breaks when the formula is applied and the page should be posted on the MSC website. The information regarding "models" at the bottom of the spreadsheet is last year's numbers and the information is misleading. This area should be crossed off everyone's copies for the membership meeting.

***To Do:** Ken will post the cost formula breaks on the MSC website.*

SUPER CONFERENCE UPDATE: Ken said each person who attended the SirsiDynix SuperConference in Detroit will give their little spiel at tomorrow's meeting. He reported that, from the vendor side last year, the company picture was poisonous and gloomy. This year was very different with a more upbeat, happy viewpoint. Chief Executive Officer, Gary Rautenstrauch was around, visible, and chatting with everyone. It really built a lot of confidence and optimism with the customers. A really nice portal called Enterprise was presented. Little libraries that have been using EPS are not happy with it and Ken recommends skipping EPS and moving directly to Enterprise. Rooms is part of EPS and he's heard no recent discussion on it. Enterprise is a search engine that will sit on top of iBistro and is much nicer for the front end user and searching ~ federated searching will come later. Mike will demonstrate it at tomorrow's meeting. Ken also stated that the Symphony upgrade has been out since December and he's heard no complaints. It is expected to fix some bugs that came with the 3.2 upgrade. Symphony has more wizards including toolbars for demand management and home delivery. He'd like to move to it sometime after June.

SMALL PUBLIC LIBRARY REPRESENTATIVE: Marilyn Trosper's second term on the Executive Committee concludes in October. The process to find a replacement needs to start now. Marilyn said she plans to share this topic with the small public library group tonight at their dinner. In addition, she has approached an

individual who is interested. A call for nominations will be formally announced at tomorrow's membership meeting.

STATEWIDE PROJECTS: Sarah McHugh stated that approximately 53 titles in the Gale Virtual Reference Library (GVRL) have been loaded into the catalog. Sirsi counts these as titles but she suggests that they should be treated like the NetLibrary titles and not counted locally for the cost formula. Another statewide project related to this issue is on the horizon for downloadable audio books, music, and video (E-Content). The Executive Committee needs to think about a policy, to have ready for the October 2008 meeting, for these types of records and whether or not to count them. In other words, how long will be electronic titles be excluded from the bib count? Another consideration is that the new pricing model for Sirsi is to move away from bibliographic records to circulation.

To Do: The Executive Committee needs to develop a policy regarding electronic titles to have ready for discussion at the October 2008 meeting.

NEXT MEETING: The next meeting of the Executive Committee will be the week of August 11, 2008 and again three weeks prior to the fall membership meeting in September.

The meeting adjourned at 4:05 p.m.

Respectfully submitted,

Marilyn Trospen
Executive Committee Vice-Chair